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Not applicable

## **Norwich University of the Arts Human Resources Information System Project**

Norwich University of the Arts

F14: Notice for changes or additional information

Notice identifier: 2024/S 000-026068

Procurement identifier (OCID): ocds-h6vhtk-048b50

Published 16 August 2024, 10:53am

### **Section I: Contracting authority/entity**

#### **I.1) Name and addresses**

Norwich University of the Arts

4-7 Francis House

Norwich

NR24SN

#### **Contact**

Human Resources

#### **Email**

[externalhr@norwichuni.ac.uk](mailto:externalhr@norwichuni.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKH15 - Norwich and East Norfolk

**UK Register of Learning Providers (UKPRN number)**

10004775

**Internet address(es)**

Main address

[www.norwichuni.ac.uk](http://www.norwichuni.ac.uk)

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Norwich University of the Arts Human Resources Information System Project

**II.1.2) Main CPV code**

- 48450000 - Time accounting or human resources software package

**II.1.3) Type of contract**

Supplies

**II.1.4) Short description**

This document specifies the high-level solution, pricing, and implementation information that Norwich University of the Arts is requesting from potential suppliers in relation to its project to implement a new HR Information System as a Software as a Service solution.

In making this request, Norwich University of the Arts is looking for high level information to rapidly select a preferred vendor to progress with in a subsequent detailed solution analysis and contracting exercise.

The details and timeframe for the selection process are set out in the invitation to tender document which is available at <https://norwichuni.ac.uk/procurement/>

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

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## Section VI. Complementary information

### VI.6) Original notice reference

Notice number: [2024/S 000-026014](#)

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## Section VII. Changes

### VII.1) Information to be changed or added

#### VII.1.2) Text to be corrected in the original notice

Section number

I.3

Place of text to be modified

URL

Instead of

Text

<https://norwichuni.ac.uk/procurement/>

Read

Text

<https://norwichuni.ac.uk/about-us/governance/info-publication-scheme/procurement/>

Section number

II.1.4

Place of text to be modified

Short description

Instead of

Text

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Section number

II.2.4

Place of text to be modified

Description of the procurement

Instead of

Text

We are seeking to procure a HR Information System (Software as a Service Solution) with a view to developing a detailed solution analysis in two phases with the initial core release

schedule set out in the invitation to requirements to implementing and full operational by early February 2025 in line with the schedule set out in the invitation to tender document which is available at <https://norwichuni.ac.uk/procurement/>

Details of the award criteria will also be available from <https://norwichuni.ac.uk/procurement/> (anticipated 16th August 2024).

Read

Text

We are seeking to procure a HR Information System (Software as a Service Solution) with a view to developing a detailed solution analysis in two phases with the initial core release schedule set out in the invitation to requirements to implementing and full operational by early February 2025 in line with the schedule set out in the invitation to tender document which is available at <https://norwichuni.ac.uk/procurement/>

Details of the award criteria will also be available from <https://norwichuni.ac.uk/about-us/governance/info-publication-scheme/procurement/> (anticipated 16th August 2024).

Section number

IV.1.1

Place of text to be modified

Procedure Type

Read

Text

Norwich University of the Arts has been issued with an end-of-life notice on our HR database by its supplier. This followed a commercial decision by our previous supplier to remove several legacy systems from its portfolio. The system will be switched off completely from 31st March 2025 and will not be accessible from this time, even as a way of warehousing historical leavers' data.

In view of this we are seeking to procure a HR Information System (Software as a Service Solution) as a matter of urgency with a view to developing a detailed solution analysis in two phases with the initial core release schedule set out in the invitation to requirements to implementing and full operational by early February 2025 in line with the schedule set out in our Invitation to Tender which is available at <https://norwichuni.ac.uk/about-us/governance/info-publication-scheme/procurement/>

Details of the award criteria will also be available from <https://norwichuni.ac.uk/about-us/governance/info-publication-scheme/procurement/> (anticipated 16th August 2024).

## **VII.2) Other additional information**

Please note updated URL - Procurement documents including selection criteria can be found via <https://norwichuni.ac.uk/about-us/governance/info-publication-scheme/procurement/>